

# OUR LADY OF THE HOLY ROSARY – ST. RICHARD CATHOLIC CHURCH

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OFFICE FOR RELIGIOUS EDUCATION  
7500 SW 152<sup>ND</sup> STREET, PALMETTO BAY, FL 33157  
(305) 233-8711  
CATECHESIS@HRSRCS.ORG

## OFFICE FOR CATECHESIS PARISH HANDBOOK GUIDELINES



ARCHDIOCESE OF MIAMI  
May 2015 VERSION



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## Mission Statement

Our Parish Mission is to nourish our community through The Word and The Sacraments, embracing our diversity as we minister to the needs of others.

## Catechesis/Religious Education

The Office of Catechesis is responsible for parish-based religious education/ catechetical programs. These programs are for all ages - Catechesis is life-long learning. Catechesis includes sacramental preparation (Baptism, First Reconciliation, First Eucharist, and Confirmation), Catechesis programs for pre-school, K-6, middle school, senior high (RCIC – Rite of Christian Initiation of Children), and adults (RCIA – Rite of Christian Initiation of Adults). The office is also responsible to train, assist and support volunteer catechists.

“The time has come for young people, to commit themselves and learn how to enter into a personal relationship with Christ. The time has come for us to look upon the history of this third millennium which has just begun a history that needs more than ever to be lifted by the Good News of the Gospel..... You, my dear young people, are my joy”.

Benedict XVI'

## ADMINISTRATION AND ORGANIZATION

### General Expectations

It is expected that each family become actively involved in Our Lady of the Holy Rosary – St. Richard Catechesis Program and Parish in order to model a living, conscious and active Christian faith and to reinforce the values and attitudes for living that faith. The family and their children also agree to act in accordance with these values and attitudes.

### Custody Issues, Divorced/Separated Parents or Legal Guardians

Rights and responsibilities of Parents and Guardians of Students in Parish Faith Formation Programs form is a policy form to be provided to separated or divorced parents of all children enrolled in parish Faith formation programs, and the legal guardians of the children if guardians have been appointed. For children not yet baptized as Catholics, both parents and/or legal guardians must provide written consent as well.

The parent handbook must conclude with **a required signature from a parent / guardian**. If parents are divorced or separated, one parent must provide legal evidence of custody arrangements. If he or she has the sole right to a child, a copy of such agreement must be on file in the parish Catechesis office.



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Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

## **Administration**

“The Director for Catechesis is the Archdiocese’s delegated responsibility and authority to develop and implement a plan for lifelong comprehensive and systematic catechesis.”

## **Registrations**

No person on the grounds of race, color, or national origin is excluded or otherwise subjected to discrimination in receiving services at the Catechesis program. Nor do we discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment based on race, color, disability, age, gender or national origin.

It is the goal of the parish to provide Catechesis for every child in the parish. In rare cases, the parish may not be able to invite a student into the program because it does not have the resources to meet the special needs of the child. In such cases, the parish will assist the parents in providing catechesis for their child, especially in preparation for the sacraments.

Non-registered parishioners will be required to pay an additional fee of \$100.00 since the parish supplements the Catechesis program.

Registration for current students will take place the month of March. New student registration will take place from August to September unless transferred from another Catechesis program within the same Catechetical year.

## **Late Registrations**

Preparation for the Sacraments of First Reconciliation, First Holy Communion and Confirmation is two years in duration (counting the year the Sacraments(s) are received). If a student enrolls late for classes and the semester has already begun, that year **WILL NOT COUNT** as the official time of preparation. Classes begin soon after Labor Day in early September and all students should be registered and attending classes by the end of September.

**Document Deadline** will be December 1st. Failure to submit documents required may jeopardize students continued attendance.

**Payments** all go through FACTS. Every family will be enrolled in FACTS Tuition Management for payment of Catechesis. Failure to pay fees hampers your enrollment and re-enrollment into the Catechesis program.



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The Archdiocese has the final decision in matters of admission or dismissal to the program or to the reception of a sacrament.

## **Transfers**

Please notify the Catechetical Leader from the parish the child is transferring from to ensure that the information provided is accurate and that there are no outstanding issues at the previous Catechesis program.

## **Student Withdrawal**

“The Catholic Church considers the parents to be the primary catechists of their children. The education of a student is a partnership between the parents and the Catechesis program.” Just as the parent has the right to withdraw a child if desired, the Catechesis program administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. As part of this partnership, parents are expected to pay the tuition that is charged for the Catechesis Program.

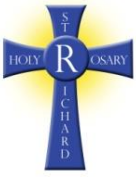
## **Parental Communication with the Catechesis Program**

The Catechesis office will regularly communicate with you **via email**. **It is the parents’ responsibility to frequently check for and read email and flyer communications from the Catechesis office.** In specific cases, the Catechesis office will use telephone calls or US mail to communicate with families. Persons with concerns about a catechist should first attempt to address the concern with the catechist. Only after such attempts have failed, should the parent contact the parish Director for Catechesis. If the parent continues to be dissatisfied, the parent should contact the administrator of the parish. Only after such attempts have failed should the Office of Catechesis of the Archdiocese of Miami be contacted. All concerns or comments arriving at our offices will be followed up with the administrator and the parish Catechetical Leader.

## **HRSR CCD Covid-19 Reopening Guidelines**

### **Office and Environs**

All persons over 2 years of age must wear masks with anyone-even if at a distance in excess of 6’. This includes persons who have been vaccinated against COVID-19 or may have developed natural immunity by being infected with the virus. Masks are to be used by all except children age 2 and younger. There will be no gathering in office or classroom areas and social distancing of 6’ between persons will be strictly observed in classrooms and office areas. Families are asked to contact the office to make an appointment if meeting in person is necessary. Classes will be limited to 10 persons in the room, including the teacher and aide, to adhere to social distancing guidelines. Classrooms and bathrooms will be cleaned between every class session. Students will also be asked to clean their work surfaces and to wash and/or sanitize their hands. Water fountains will not be in use. Students will need to bring water for drinking as needed.



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Students will be asked to bring their supplies to class each week and to take those supplies with them at the end of each class. Please see [Supplies Needed](#) for information about the items students will need to bring with them to classes.

## Attending Class

Parents will be required to complete the online survey sent to them via email every day before their child comes to class. If the survey has not been completed, the child will not be allowed to attend class.

Every parent will have access to the religious education google classroom and the virtual class meeting. If a child is absent from in person classes, they can make up the absence by submitting the work through the google classroom.

Students will be dropped off classes at the rear of the campus through the Youth center and escorted to class by staff members. Student pick up will be staggered and will occur in the parking lot in front of the Church office.

## Exposure and Quarantine

Everyone, including staff, parents, and students should avoid coming to religious education classes if they have been exposed (close contact per CDC definition) to someone who may be sick or may be asymptomatic but is awaiting or has received positive test results. Call the office for directions.

**Staff, parents, or students who have had close contact (See [Determining Close Contact](#)) with a person infected with COVID-19 must quarantine for 14 days and have a PCR COVID-19 test no sooner than 6 days after exposure.** A negative result is required before returning to classes. Any person who is quarantined after close contact who later develops symptoms while on quarantine is required to have a minimum 10 days of isolation for a resolution of symptoms, counted from the date of onset of symptoms, before returning to classes.

Persons who have natural immunity by having COVID and recovered and those who have been fully vaccinated for at least 10 days prior to an exposure-do not need to be quarantined if the vaccination or the recovery from the virus occurred within 90 days of the exposure. If the COVID recovery or vaccination occurred longer than 90 days prior to the current exposure (close contact), quarantine is necessary. **Antibody test results are not satisfactory for demonstrating immunity.**

In the event of possible exposure on campus, the individual will be advised to contact their physician or seek testing and advise the office of the outcome when the information is available. Any classroom or school wide closure will be determined in collaboration with the Pastor, the County Department of Health, and the Archdiocese of Miami. In the event of closure, the rooms will be cleaned and sanitized prior to reopening. Reopening will only occur after the risk of possible exposure has been fully evaluated. Families will be kept informed via email.

## Determining Close Contact

The protocol for determining a close contact – and therefore the mandatory quarantine for the person and sometimes the person’s household depends on **ALL** of the following question:



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1. Was the person within 6' (or, for a student in the classroom, a minimum of 3' from an infected classmate) of the infected (diagnosed) person? **AND**
2. Was the person within 6' (or, for a student in the classroom, a minimum of 3' from an infected classmate) in excess of 15 minutes, either the time was for short periods in the day which added to 15 min, or for continuous contact during the day in excess of 15 minutes? **AND**
3. Was the encounter in #1 and #2 (above) within 2 days of the onset of symptoms of a symptomatic patient or the date the infected person tested positive or even after the infected person tested positive?

If the answer to #1, #2, and #3 are ALL YES, then there is a reasonable probability that the encounter was a CLOSE CONTACT and transmission may have occurred from the infected person to another person(s) who met those criteria. Quarantine is necessary unless the person having the close contact has natural immunity from having the virus within the last 90 days or has been vaccinated within the last 90 days.

If the answer to any one of the questions above, #1, #2, and #3, is NO, then the probability of transmission is less (risk of illness is lowered) – but not able to be eliminated or specifically quantified. If either of the persons wore a mask or the encounter was outdoors (risk of illness is lowered), the probability of transmission is lowered; however, that too, cannot be quantified.

## Supplies Needed

Each student will receive their book during the first month of class, which will be labelled with their name. Students will need to bring the book to class, in addition to the following supplies:

### Eucharist Classes

Pencils

Eraser

Crayons

Glue stick

Child safety scissors

Folder

Hand sanitizer

Wipes (Disinfecting, Clorox, or Lysol)

### Confirmation Classes

Pens

Washable Markers

Glue Stick

Folder

Hand sanitizer

Wipes (Disinfecting, Clorox, or Lysol)

Tissues



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Tissues

## Class and Mass Attendance

It is an important responsibility of students to attend Catechesis classes on a regular basis. Absence from classes is a serious interruption of the Catechetical process and therefore is justified for serious reasons only. If your child will be absent from class, they cannot class on a different day or time. Please review the section below on “Make Up Work”. **Catechesis attendance** is maintained for 33 days, exclusive of holidays, and **Mass attendance** is maintained. **Students are expected to be in attendance as scheduled during the Catechetical school year and are required to attend regular Sunday Masses and Masses on *Holy Days of Obligation***. Mass attendance card or bulletin from any Roman Catholic Church ONLY, must be signed by the priest, and is used to verify mass attendance. This Mass Attendance card must be taken each week during the Catechetical year to each student’s Catechist. For online classes, attendance is taken in the Google classroom based on the assignments submitted. If the student fails to submit 2 weeks’ worth of assignments, they will be automatically withdrawn from the program.

- Students who accumulate Catechesis absences over 2 weeks are in jeopardy of being withdrawn from the course.
- Students who accumulate missed Mass absences over 14 are in jeopardy of not receiving sacraments.

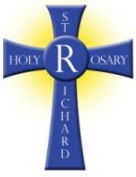
It is the parent or guardian’s responsibility to contact the office if life events prevent a student from attending in person or online classes.

- In the event that the student is withdrawn from the course, the parent or guardian must contact the office within 5 business days to request reinstatement.

## Early Release of Students

A child must never be released early without the knowledge of the parent/guardian. The Director for Catechesis will release the child only to the person who has placed the child in the Catechesis program. Any other person seeking the release of the child must have the approval of the parent with legal custody, which ordinarily shall be in writing. Parents must pick up children at their classroom. Sibling, friends etc., are not allowed.

**CONCERNING THE DATES FOR PARENTAL / GUARDIAN MEETINGS,  
REHEARSALS FOR THE SACRAMENTS, AND THE ASSIGNED DATES FOR THE  
CELEBRATIONS OF THE SACRAMENTS OF FIRST RECONCILIATION  
(CONFESSION), FIRST HOLY COMMUNION AND CONFIRMATION**



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Prior to the beginning of classes, specific dates are published regarding parent / guardian meetings and the dates for the celebration of Sacraments of First Reconciliation, First Holy Communion, and Confirmation.

**Parent meeting and Sacrament dates are firm dates. No alternative dates will be given.**

Likewise, all students receiving the Sacraments MUST receive them on the date assigned, especially for the First Reconciliation (Confession). Not to receive First Reconciliation on the assigned date, usually in early March of the Communion year, will jeopardize the receiving of the First Holy Communion later in the Spring.

## **DISCIPLINE AND SAFE ENVIRONMENT**

If a student's behavior is disrupting instructional time, they will be removed from the class and brought to the office. The office will contact the parent immediately to pick up the student. If disruptive behavior continues the Director for Catechesis will schedule an appointment to meet with the parent, which also may include the Parish Administrator.

### **Conduct, whether inside or outside the Catechesis Program**

A student who engages in conduct, whether inside or outside the Catechesis program, that is contrary to the moral code of the Catholic Church may be asked to leave the program.

### **Field Trips**

“Archdiocesan policy not only discourages field trips that extend beyond Catechesis program hours for elementary Catechesis programs but also forbids overnight field trips for elementary Catechesis programs.”

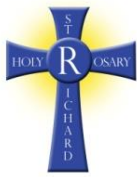
Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

### **Parents can refuse their child participation in a field trip.**

Students are required to bring a parental permission slip which releases the Catechesis program from liability to participate in a field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. Field trip forms will be sent home prior to any planned field trips and if not returned prior to the trip, student will not be allowed to participate. Only the completion of this form satisfies the requirement of parental permission.

**In general, neither the HRSR CCD program nor the Youth Groups host field trips.**





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## **Anti-bullying Policy**

Please refer to the Archdiocesan Anti-bullying Policy which is available in the Catechesis office upon request.

## **Weapons Policy**

“Weapons are not permitted anywhere on Catechesis program grounds. Students who bring weapons on Catechesis program grounds, who are in possession of weapons, or who threaten others with weapons or items used as weapons may be expelled from the Catechesis program.”

## **Substance Abuse Policy**

“All Archdiocesan Catechesis programs are committed to a drug free environment. Any student selling drugs on Catechesis program property or at Catechesis program functions may be immediately expelled. All Archdiocesan procedures must be followed when it comes to child safety.”

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on parish property or while attending or participating in any Catechesis program sponsored activity is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from Catechesis program, even for a first offense.

## **Search and Seizure**

Search and Seizure are strongly discouraged in parish Catechesis programs. In case of reasonable suspicion of dangerous materials, report this to the legal authorities, administrator of the parish and archdiocesan Office of Catechesis.

The Director for Catechesis and designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the Catechesis program property or any Catechesis function and may remove or confiscate any object which is illegal or contrary to policy.

## **Creating and maintaining a Safe Environment for Children and Vulnerable Adults**

Recognizing that each individual is created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of safe environment. The Archdiocese does not tolerate abuse or neglect of anyone. It will comply with all obligations of civil and canon law; it will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any abuse of minors or vulnerable adults with firm justice and mercy towards all.



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The Archdiocese of Miami, in ongoing efforts to provide safe environments to our children and vulnerable adults, requires all employees and those volunteers working with children or vulnerable adults be fingerprinted, complete Virtus training, and sign a Pledge to Promote Safe Environment. Additionally, children in our Religious Education programs are to receive two lessons a year in the Virtus Teaching Touching Safety Program. This is an audited program that is administered with assigned age-appropriate lesson plans.

Parents will receive a guidebook and have an **option to opt out**, with proper documentation. For questions about the Teaching Touching Safety Program contact J. Rayburn at [jrayburn@theadom.org](mailto:jrayburn@theadom.org) or 305-762-1250.

## **Reporting Physical Sexual Abuse**

### **Archdiocesan Policy**

A Catechist and/or Catechetical Leader (CL) who has been notified, or know, or have reasonable cause to suspect, that a child or vulnerable adult has been a victim of sexual abuse, shall immediately make any report required by law directly to the Department of Children and Families (DCF). The parish pastor, archdiocesan Office of Catechesis and the archdiocesan Office of Safe Environment should be also notified.

Parents and guardians should understand that Florida State law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The catechist or Catechetical Leader who fails to fulfill this responsibility can be charged with sexual or physical abuse, because the silence contributes to the crime.

A CL must contact the Office of Safe Environment in case of doubts about the archdiocesan policy on reporting procedures.

### **Harassment**

“The Archdiocese of Miami Catechesis programs are committed to providing a safe, Christian, healthy and respectful environment that is free of discrimination. In keeping with this commitment, our parish will not tolerate harassment of employee or volunteers or students occurring in the Catechesis program or at Catechesis program-sponsored events.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status or other protected group status. The Archdiocesan Catechesis programs will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment.”



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## **Cooperation with Legal Authorities**

It is the practice of the Catechesis program to cooperate with any local, state, or federal investigators or law enforcement officers that contact the Catechesis program in the course of any criminal investigation. The Catechesis program will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the Catechesis program premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The Catechesis program will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

## **HEALTH ISSUES AND PROCEDURES**

If your child has any special needs or allergies, they must be indicated on Registration Form.  
**Due to student allergies, no animals or pets are allowed in the building.**

### **Medication Procedures**

The administering of medicine to a child outside the doctor's office or a health institution is a parental responsibility and should not be delegated to Catechesis program personnel except under unusual circumstances. Only when absolutely necessary is the Catechesis program willing to accept responsibility for administering medications, and then under the following guidelines:

- I. The Catechesis program will never administer/dispense medicines (including "over the counter drugs) to students without specific authorization by both a licensed physician and the parent of the students. An "Authorization for Medication" form must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form.
- II. All medication must be brought to the office with a parent's authorization.
- III. Only prescription medication can be brought to Catechesis program and must be stored in a Catechesis program office; no over-the-counter medication is allowed, unless a doctor's written authorization is submitted.
- IV. Prescription medication must be in the original bottle, which must be labeled and must have the exact dosage.

The Catechesis program will not dispense medication, so students are responsible for their own medication with written approval from Parent/Guardian.

All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the Catechesis program day.) A written log will be kept of dispensed medication including Epi-pens.



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## CATECHESIS RECORDS

### Student Records

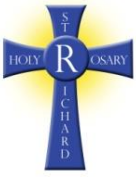
The following records are kept in the official file of the student: sacramental records, payment records, health records and an emergency information sheet. Only the sacramental records of the official file may be forwarded to a new Catechesis program.

## ARCHDIOCESE OF MIAMI INTERNET USE POLICY

### Computer Use

The Catechesis program may provide its administrators, Catechists and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the Catechesis program and to improve the program's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the Catechesis program and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords.
  - b. Do not share assigned accounts or passwords with others.
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized.
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices.
  - b. Report security risks or violations to the Director of Catechesis or designee.
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources.
  - d. Do not disrupt the operation of the network or create or place a virus on the network.
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:



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- a. Do not infringe on copyright laws including downloading or copying music, games or movies.
  - b. Do not install unlicensed or unapproved software.
  - c. Do not plagiarize.
4. Respect the principles of the Catechesis program:
- a. Use only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to the Director of Catechesis or designee.
  - c. Do not access, transmit, copy or create materials that violate the Catechesis program’s code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages).
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages).
  - e. Do not use the resources to further any other acts that are criminal or violate the Catechesis program’s code of conduct.
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook.
  - g. Do not send spam, chain letters or other mass unsolicited mailings.
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the Director of Catechesis or designee.
  - i. Do not engage in any form of cyberbullying.

## **Supervision and Monitoring**

The Catechesis program and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The Catechesis program reserves the right to examine, use, and disclose any data found on the program’s information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.



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## **Unacceptable Use of Outside Technology**

The Catechesis program expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the Catechesis program setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, Catechist, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the Church's name (or common names associated with the Catechesis program) or any likeness or image of the Church or its employees or agents is strictly prohibited.

## **Consent**

Many technological devices used at Catechesis program have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by the Catechesis program's policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on Church property or at Catechesis events.

## **Use of Student Pictures and Video**

The Catechesis program reserves the right to use student pictures in publications. Any parent who wishes to **opt out** must notify the Director for Catechesis or designee in writing prior to the beginning of the Catechesis program year.

## **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the Director of Catechesis' discretion including expulsion.

## **Emergency Information**

The policy of the Catechesis program with regard to program closings in cases of emergencies is to follow Public Schools decisions in the county in which the Catechesis program is located.



# OUR LADY OF THE HOLY ROSARY – ST. RICHARD CATHOLIC CHURCH

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Parents should listen to broadcasts and keep their children home on days when the local public schools are closed. Only in cases of public safety concerns will the Catechesis office and program close excluding TPD (Teacher Planning Day).

## **Confidentiality**

Catechists must keep confidential information entrusted to them as long as no one's life, health or safety is at stake or where disclosure is otherwise required by law or Archdiocesan policy. In these cases, parents will generally be promptly notified of Catechist concerns. According to the state and archdiocesan law, all Catechists must notify the Director for Catechesis, who will report to the authorities when a child informs us of abuse. Archdiocesan procedures must be followed when it comes to child safety.

## **Safety Plan**

The Parish intends to provide a safe environment for the children attending Catechesis programs. For this reason, the Catechesis Program has developed a Safety Plan. A copy of this is available in the Office of the Director for Catechesis. There will be random Emergency/Safety drills each Catechetical year.

## **The Sacrament of Confirmation**

### **Community Service Hours Requirements**

Confirmation Level 1 – 10 hours due  
Confirmation Level 2 – 20 hours due  
Confirmation Level 3 – 30 hours due  
Community Service hours are due April.

## **Types of Service**

### **Direct Service Hours to Disadvantaged**

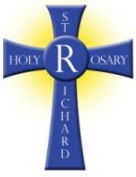
This is service that is done directly to the disadvantaged with some degree of person to person contact. The disadvantaged include the elderly, children, the homeless, the handicapped, the poor, and the sick (all outside of your own family).

### **Other Non-Profit Service Hours**

Service hours may be accepted from non-profit organizations. **Direct service to animals or political involvement will not be accepted.**

### **Community Service Hours Opportunities**

There are a large variety of outreach programs sponsored by churches and organizations. Below are examples of how you may give meaningful service to others.



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## **Parishes/ Churches:**

- Office
- Catechesis Program
- Service Ministries and outreach programs

## **Hospitals/ Nursing Homes**

## **Non-Profit Aftercare Programs**

- YMCA
- Boys and Girls Clubs
- Archdioceses Catholic Charities

## **Charity Walks**

## **American Red Cross**

## **Missionaries of Charity:**

They prepare food and feed the homeless. Participation in this service would count for Direct Service hours.

The Missionaries of Charity are available to accept volunteers every day except for Thursdays. Volunteers can begin in the morning (8 / 8:30 am). When volunteers arrive, they will pass by the adoration chapel to pray and then cook or clean. They will serve food to about 100 men in the shelter at about 10:30 am then again at 10:30 am. There may be a third serving. At the beginning of each serving, one of the sisters, or a priest if available, will read and reflect on the daily gospel for the men. Volunteers ultimately clean up and leave around 12/ 12:30 pm. Volunteers should be modestly dressed (T-Shirt and jeans). Girls cannot wear shorts. Each volunteer should bring their own plastic gloves for handling food. The shelter will only provide volunteers with water, no food.

Find them on the web at

<http://www.miamiarch.org/catholicdiocese.php?op=MissionariesofCharity>

## **St Ann's Nursing Home for the Elderly:**

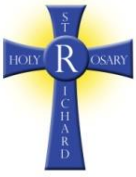
To serve at Sunday Bingo and other activities, contact Activities Director Carolina Cauo (305) 252-4000 x 6225 or (786) 537-7290 Saturdays from 10 am-11am or 2-3 pm. Also Sundays 2-3 pm. There are no age restrictions.

## **Morning Star Retreat House:**

Volunteer to help serve on retreats. Call Tatianna Jerez (305) 238-2711 or (305) 498-3765 to apply. Parent must come to initial application process.

## **House of Healing:** [houseofhealingom.org](http://houseofhealingom.org)





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Educational place for children with disabilities.

## **Whispering Manes:**

Helping children and adults with disabilities to ride horses.  
6105 SW 125<sup>th</sup> Ave. Miami, FL 33138.  
Whisperingmanes.org

## **Habitat for Humanity Greater Miami**

Build affordable homes for qualified low-income families.  
Miamihabitat.org

## **HRSR:**

St. Vincent De Paul  
Choir  
Altar Servers  
Thanksgiving Food Drive

## **HRSR Catechesis from Sign Up Genius:**

Christmas Pageant and Potluck  
Parish Picnic  
Mardi Gras Gala  
Christmas Shoebox (1 hour per box, up to 5 hours)

Sample Forms for Community Service hours are on the next two pages. Detach and copy as needed.



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## IN PARISH COMMUNITY SERVICE HOURS FORM

NAME: \_\_\_\_\_

CLASS DAY and TIME: \_\_\_\_\_

DATE	DESCRIPTION OF SERVICE	HOURS SERVED

DRE Approval: \_\_\_\_\_

DATE: \_\_\_\_\_



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## OFF SITE COMMUNITY SERVICE HOURS FORM

STUDENTS NAME: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIPTION OF SERVICE:  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF SERVICE: \_\_\_\_\_ NUMBER OF HOURS SERVED: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

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## OFF SITE COMMUNITY SERVICE HOURS FORM

STUDENTS NAME: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIPTION OF SERVICE:  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF SERVICE: \_\_\_\_\_ NUMBER OF HOURS SERVED: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_



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## Godparent/Sponsor Qualifications

### From the Archdiocese of Miami Website:

#### Who can be a godparent?

It is usual that at the time of Baptism and Confirmation a person has a godparent. This godparent takes on the responsibility of helping the person to live a Christian life in keeping with Baptism/Confirmation and to fulfill the obligations inherent in it.

#### To take on the responsibility of being a godparent a person:

- Must be a Catholic who is not a parent of the one to be baptized or confirmed.
- Must have received all the sacraments of initiation (Baptism, Eucharist, and Confirmation).
- Must live a life of faith that befits the role to be undertaken (e.g., if married, must be in a valid marriage according to Church law).
- Cannot have a canonical penalty like excommunication.
- Cannot be under the age of sixteen.  
If there is a just reason, someone of a younger age can be permitted by the pastor or the one administering the Baptism or Confirmation.
- Must be nominated by at least one of the parents in the case of infant Baptism, by the one to be baptized in the case of an adult Baptism, or by the pastor or the one administering the Baptism in cases where necessity requires it.

**Regarding Witnesses:** At the request of the parents, a baptized and believing person not belonging to the Catholic Church may act as a Christian witness along with a Catholic godparent.

An unbaptized person cannot act as a witness or godparent.

([www.theadom.org](http://www.theadom.org), Code of Canon Law 872, 873, 874)

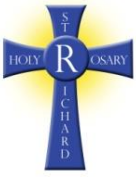
Qualifications for Godparents and Confirmation Sponsors are,

- Over 16 years of age or older or just confirmed.
- Fully initiated (have received the Sacraments of Baptism, Confirmation, First Eucharist, and Marriage in the Roman Catholic Rites (if divorced, must provide the original annulment decree).

#### Required Documents for Confirmation Sponsors:

- Archdiocese of Miami Godparent/Sponsor Certificate

Failure to submit the required documents by the due date (March) may result in postponing the candidate for the Sacraments of Baptism or Confirmation.



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## **CATECHESIS PROGRAM POLICY AND DIRECTOR OF CATECHESIS**

### **RIGHT TO AMEND**

Since situations can arise that were not foreseen at the time of writing this Handbook, the Catechesis program reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The Director for Catechesis and/or Administrator/Pastor of the parish is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at discretion.

### **Acknowledgement**

Parents acknowledge they have read the Parent Handbook by signing the acknowledgement clause on the completed registration form.

**OUR LADY OF THE HOLY ROSARY – ST. RICHARD  
CATHOLIC CHURCH**

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305-233-8711 EMAIL: CATECHESIS@HRSRCS.ORG**

**Dear Parents,**

This is your copy of the Rules and Regulations Handbook for Our Lady of the Holy Rosary – St. Richard Parish Catechesis Program.

In order that you might better understand the philosophy and requirements of Our Lady of the Holy Rosary – St. Richard Catechesis Program, it is important that you thoroughly read this handbook.

Please sign and return the slip below, which indicates that you have read and accepted the rules and regulations.

**Sincerely,**

\_\_\_\_\_  
Paul D. Otero – Director  
Office of Catechesis

cut and return



cut and return



cut and return

---

Student(s) Name \_\_\_\_\_ Course: \_\_\_\_\_

I, AS PARENT OR LEGAL GUARDIAN, ACKNOWLEDGE THAT I HAVE READ THE ENTIRE CONTENTS OF THE PARENT-STUDENT HANDBOOK AND UNDERSTAND THE CONSEQUENCES OF ANY VIOLATIONS OF THE RULES AND POLICIES OF THE SCHOOL. I AGREE TO COOPERATE WITH THE CATECHESIS PROGRAM’S INTERPRETATION AND ENFORCEMENT OF THE POLICIES OUTLINED IN THE HANDBOOK. I ALSO UNDERSTAND THAT THE CATECHESIS PROGRAM HAS THE ULTIMATE AUTHORITY OVER THE ADMINISTRATION OF THE PROGRAM AND THE INTERPRETATION OF THE PROGRAM’S RULES AND POLICIES. MOREOVER, I FURTHER UNDERSTAND THAT ALL OF THE PROGRAM’S POLICIES WHETHER WRITTEN OR VERBAL ARE ONLY GUIDELINES AND ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF THE PROGRAM WITH OR WITHOUT NOTICE.

I have read and do accept the rules and regulations as printed in the handbook.

\_\_\_\_\_  
Mother's/Guardian Signature                      Date

\_\_\_\_\_  
Father's/Guardian Signature.                      Date



